



NJ Judiciary

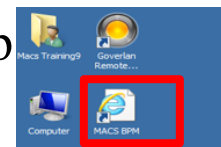
User ID and eCDR Access for Judges



Quick Guide to Signing Into eCDR

☐ From a Judiciary PC

- ☐ Enter user id (first.lastname) and Password
- ☐ After signing in, click the MACS BPM icon on the desktop

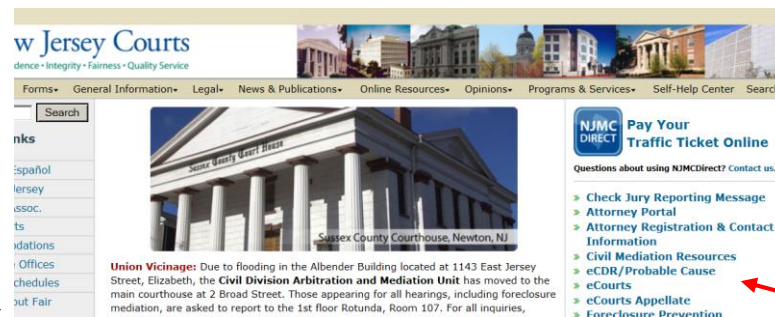


☐ If the icon is not displayed, use the following website address to access from a Judiciary PC

- ☐ <https://macsbpm.njcourts.gov/prweb/PRServletContainerAuth>
- ☐ Or See panel 18 in this PowerPoint

☐ To access your eCDR Probable Cause List from a **Personal Device** go to NJCourts.gov

- ☐ Click on eCDR
- ☐ Sign with user id and Password

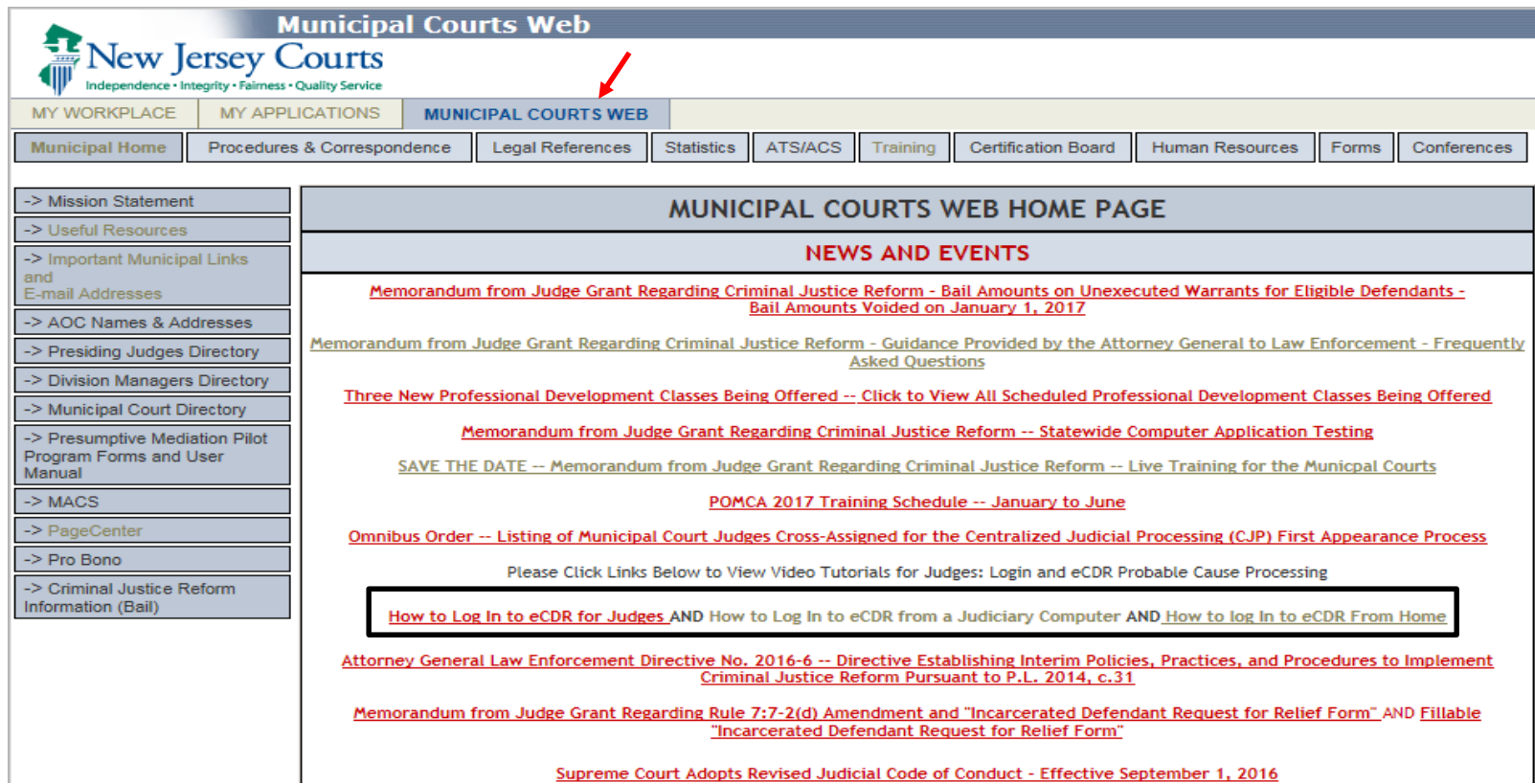


Helpful Hints with signing in Externally

- ✓ All Judges must P-synch their user id before accessing the system
 - ✓ - Every 90 days the password must be updated. **Must be done at a Judiciary PC.**
 - ✓ - Use P-synch to reset a password if needed.
- ✓ The website for external (personal device access) can only be used **when not** connected to the Judiciary Wi-Fi. If connected to the Wi-Fi, disconnect and choose another Wi-Fi connection
- ✓ On an iPad or iPhone, the following settings must be used to successfully sign into eCDR
 - ✓ First Click on Settings
 - ✓ Scroll to Safari
 - ✓ Click Safari
 - ✓ Scroll to Block Pop-Ups
 - ✓ Need to be in Off mode
 - ✓ Scroll to Advanced
 - ✓ Click Advanced
 - ✓ JavaScript needs to be On mode
- ✓ Clear History and Website Data under Settings if still having issues signing into eCDR on the device.

Video Links for eCDR for Judges on the InfoNet

- Click on Municipal Court Web
 - See Video Links



The screenshot displays the New Jersey Courts website. The header features the New Jersey Courts logo and the tagline 'Independence • Integrity • Fairness • Quality Service'. Below the header is a navigation bar with tabs for 'MY WORKPLACE', 'MY APPLICATIONS', and 'Municipal Courts Web'. The 'Municipal Courts Web' tab is selected, and a red arrow points to it. Below the navigation bar is a secondary menu with links: 'Municipal Home', 'Procedures & Correspondence', 'Legal References', 'Statistics', 'ATS/ACS', 'Training', 'Certification Board', 'Human Resources', 'Forms', and 'Conferences'. On the left side, there is a vertical list of links: '-> Mission Statement', '-> Useful Resources', '-> Important Municipal Links and E-mail Addresses', '-> AOC Names & Addresses', '-> Presiding Judges Directory', '-> Division Managers Directory', '-> Municipal Court Directory', '-> Presumptive Mediation Pilot Program Forms and User Manual', '-> MACS', '-> PageCenter', '-> Pro Bono', and '-> Criminal Justice Reform Information (Bail)'. The main content area is titled 'Municipal Courts Web Home Page' and 'NEWS AND EVENTS'. It contains several news items, each with a red underlined link: 'Memorandum from Judge Grant Regarding Criminal Justice Reform - Bail Amounts on Unexecuted Warrants for Eligible Defendants - Bail Amounts Voided on January 1, 2017', 'Memorandum from Judge Grant Regarding Criminal Justice Reform - Guidance Provided by the Attorney General to Law Enforcement - Frequently Asked Questions', 'Three New Professional Development Classes Being Offered -- Click to View All Scheduled Professional Development Classes Being Offered', 'Memorandum from Judge Grant Regarding Criminal Justice Reform -- Statewide Computer Application Testing', 'SAVE THE DATE -- Memorandum from Judge Grant Regarding Criminal Justice Reform -- Live Training for the Municipal Courts', 'POMCA 2017 Training Schedule -- January to June', 'Omnibus Order -- Listing of Municipal Court Judges Cross-Assigned for the Centralized Judicial Processing (CJP) First Appearance Process', 'Please Click Links Below to View Video Tutorials for Judges: Login and eCDR Probable Cause Processing', 'How to Log In to eCDR for Judges AND How to Log In to eCDR from a Judiciary Computer AND How to log In to eCDR From Home' (highlighted with a black box), 'Attorney General Law Enforcement Directive No. 2016-6 -- Directive Establishing Interim Policies, Practices, and Procedures to Implement Criminal Justice Reform Pursuant to P.L. 2014, c.31', 'Memorandum from Judge Grant Regarding Rule 7:7-2(d) Amendment and "Incarcerated Defendant Request for Relief Form" AND Fillable "Incarcerated Defendant Request for Relief Form"', and 'Supreme Court Adopts Revised Judicial Code of Conduct - Effective September 1, 2016'.

First Time Signing into Judiciary Systems



- Must have valid Judiciary login name and password
- Email JUATS.Mailbox@njcourts.gov to request your user id and temporary password

It is mandatory that Judges sign into a Judiciary PC first before accessing eCDR externally from a personal device.

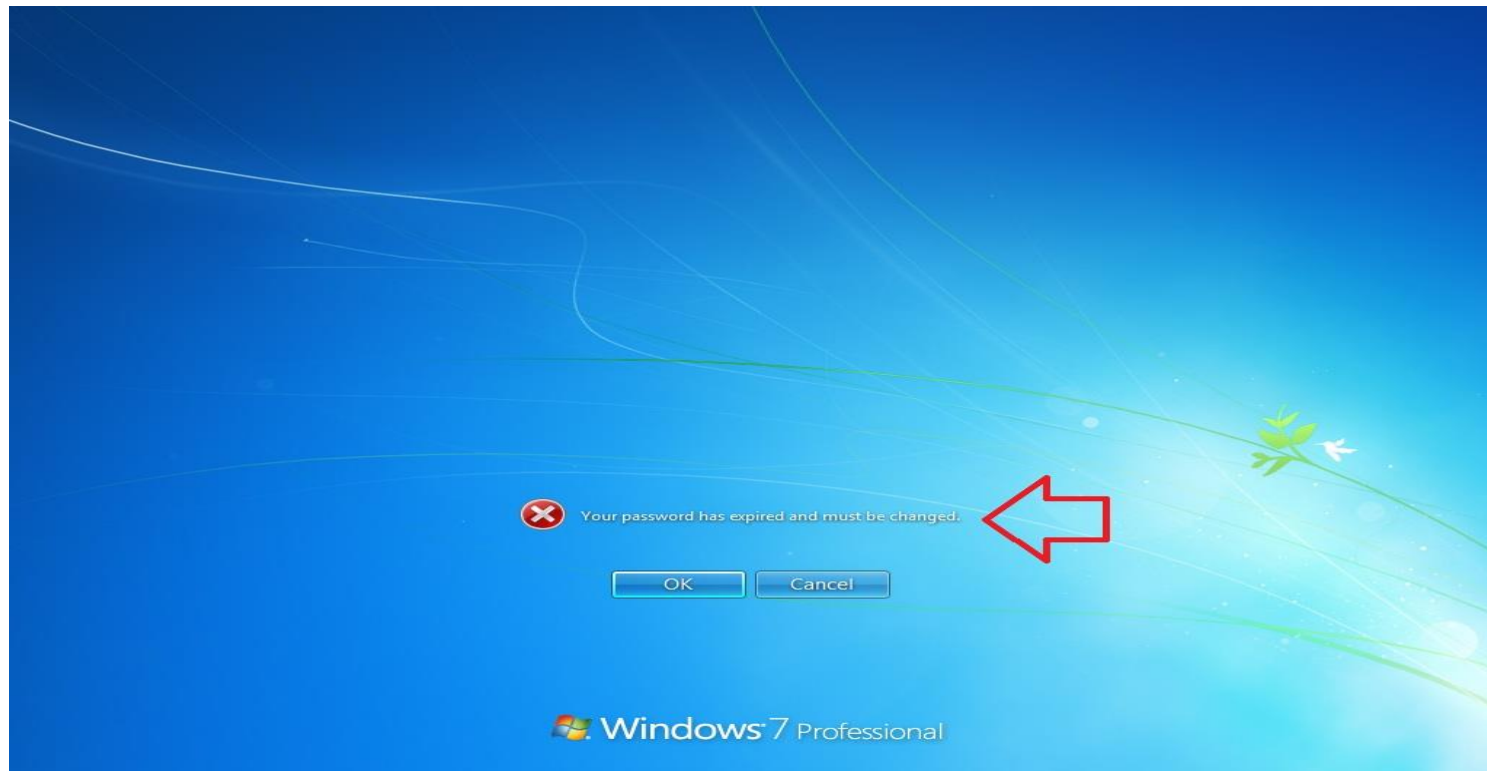
First Time Signing into Judiciary Systems (cont.)

- All eCDR probable cause users are issued a Windows account and temporary password. This User Name identifies you to Windows and the network.
- After receiving your id you must set up your account.
- After turning on a Judiciary PC or Laptop
 - Press CTRL + ALT + DELETE simultaneously
 - Enter Your User Name (firstname.lastname)
 - Enter Temporary Password, (issued by JUATS)
 - Click the right arrow to continue



First Time Signing into Judiciary Systems (cont.)

- First time users will be prompted to change their temporary password before accessing the Judiciary systems.
- Click OK



Creating a Judiciary Password

- In the New Password Field, type a new password
 1. The password **must have exactly 8 characters**
 2. Have at least one Upper and at least one Lowercase character
 3. Have at least one number
 4. Have at least one of the following characters, @ # \$
- Type your new password again in the “Confirm password” field and click the right arrow when completed.



Creating a Judiciary Password (cont.)

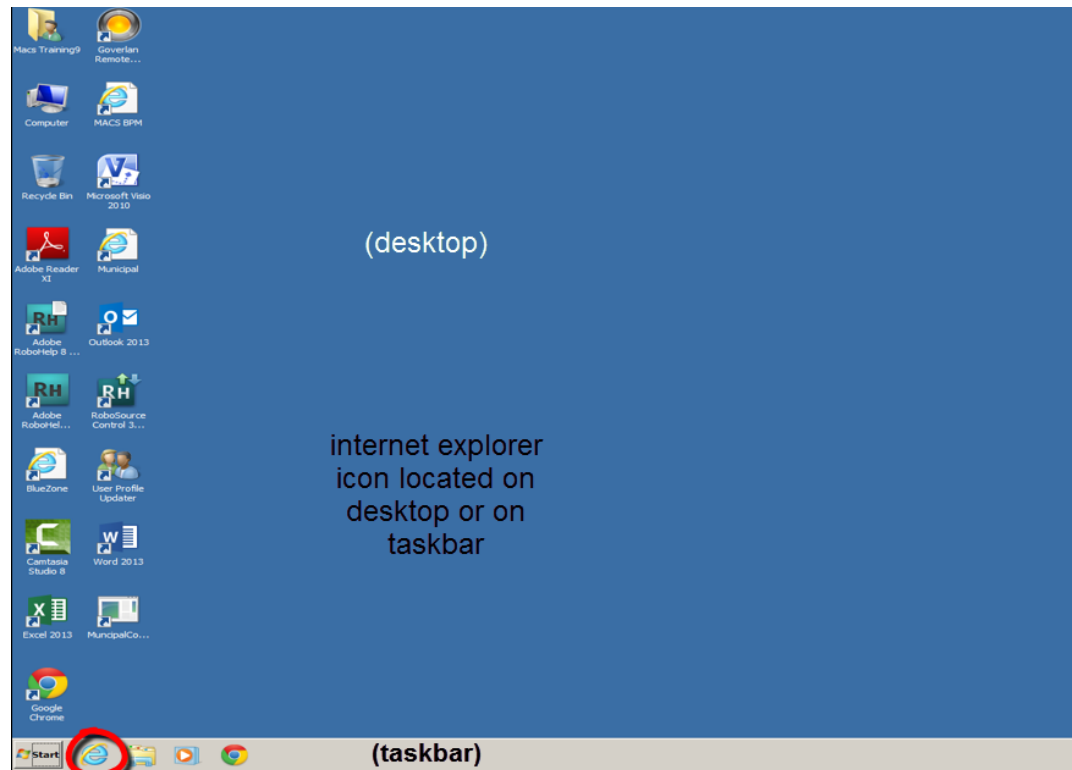
- Once your password is updated a message will be displayed that your password has been changed
- Click OK to proceed to your desktop



P-Synch Passwords

All users **MUST** P-Synch their ID. P-Synch establishes security questions and enables the user to reset their own password if needed.

- To P-Synch your User ID click on the Internet Explorer icon on your desktop.



P-Synch Passwords (cont.)

- Click on P-Synch Password



P-Synch Passwords (cont.)

- Click the blue hyperlink as displayed below to proceed to P-Synch your password

P-Synch Password

P-synch Password (Hitachi ID Identity and Access Management Suite)

General Info

The passwords for your Windows PC (Active Directory), eCATS, Mainframe access, and other targets can now be reduced to one password for all of these systems. Here are the details:

- There is a process that runs on the network and also on your PC that communicate together to enable you to synchronize your passwords across all target systems. It's called P-synch (Hitachi ID Identity and Access Management Suite).
- If notified that your password is about to expire, simply open up Internet Explorer and go to Favorites - Judiciary Links - and click on P-synch. This will enable you to login to the P-synch web page and synchronize all your passwords. Step by step details are shown below.
- The first time you access the new P-synch system, you will be required to register your security questions prior to resetting/synchronizing your password. This registration is a one-time thing.
- Keep in mind the following rules for passwords, some of which are new:
 - Passwords: expire in 90 days;
 - must be 8 character(s).
 - must have upper and lower case characters.
 - must have at least 1 digit(s).
 - must have one of the following characters @ # \$
 - cannot be the same as your last 32 passwords.
- Also note that your user account will be locked out after 5 unsuccessful login attempts. You can reset your own account by going to P-synch and answering your security questions and resetting your password, or by having an administrator reset your account.

Guidelines to Initial P-synch Steps

1. Open Internet Explorer and browse to the P-synch Web site. <https://psynch.judiciary.state.nj.us>
2. Enter your AD username (firstname.lastname) and click "Continue".
3. Enter current password and click "Verify Password".
4. Pick any 4 standard questions and answer accordingly and click "Update".
5. Click on "Change Passwords".
6. Make sure all target systems are selected. Enter new password, confirm and click "Change Password".
7. Verify password change was successful on all target systems.
8. Log out of P-synch and Restart your pc.

P-Synch Procedure

- Type your firstname.lastname (example john.doe)
- Click Continue


Hitachi ID Identity and Access Management Suite: Login


Enter your account:

<input type="text"/>	Your account on AD :	<input type="text"/>
		<input type="button" value="Continue"/>

P-Synch Procedures (cont.)





- Choose and answer 4 security questions

 You must complete enrollment.
The security questions profile is incomplete.

 Your last successful login was at 5/26/2016 2:31 PM .

Show change history

Standard questions
Questions still required [4]


Delete?	Question	Answer
	What city were you born in? (1-99 characters) 	<input type="text"/>
	What is the farthest from home you have traveled? (1-99 characters) 	<input type="text"/>
	What is your favorite game or sport to play? (1-99 characters) 	<input type="text"/>
	What is your favorite movie? (1-99 characters) 	<input type="text"/>

Update

Note: Leading and trailing spaces will be removed.
[Format requirement help](#)

P-Synch Procedures (cont.)

- After completing your answers click update

 Updated questions and answers.

Show change history

Standard questions
Questions still required [0]

Delete?	Question	Answer
<input type="checkbox"/>	What is the farthest from home you have traveled? (1-99 characters) ▼
<input type="checkbox"/>	What is your favorite or lucky number? (1-99 characters) ▼
<input type="checkbox"/>	What was the first vehicle you drove? (1-99 characters) ▼
<input type="checkbox"/>	What was your first car? (1-99 characters) ▼
	What city were you born in? (1-99 characters) ▼	

Update

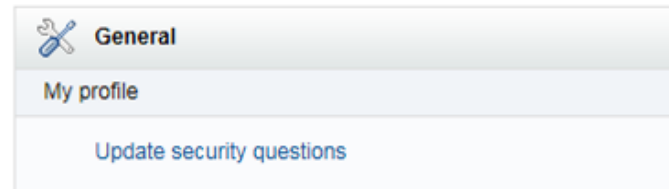
Test to ensure you remember the answers to your questions.

Note: Leading and trailing spaces will be removed.
[Format requirement help](#)

P-Synch Procedures (cont.)

- The following screen will be displayed
 - Close or exit the screen
 - Your desktop will be displayed
 - **Before proceeding sign off the Judiciary PC or Laptop and sign back into your device. Signing off the device will update all passwords.**

Hitachi ID Identity and Access Management Suite menu



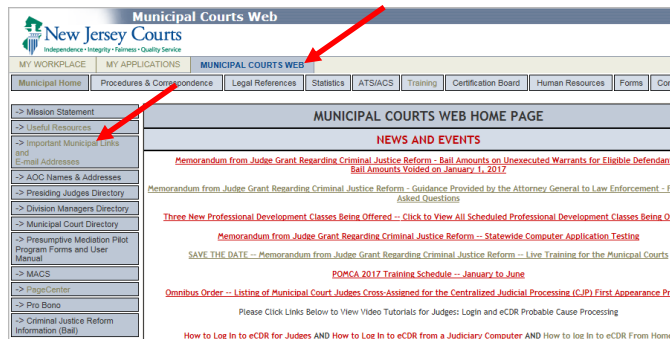
To Access eCDR from a Judiciary laptop or PC

- To access your eCDR Probable Cause List click the MACS BPM icon on the desktop



To Access eCDR from a Judiciary PC or Laptop


- If you do not have the MACS BPM icon, from the Infonet
 - Click on Municipal Court Web
 - Click Important Municipal Links and Email Addresses



- Click on eCDR access from a Judiciary PC Link

Municipal Home	Procedures & References	Legal References	Statistics	Conferences	Training	Certification Board	Human Resources	Forms	ATS/ACS																										
<div><div>➤ Mission Statement</div><div>➤ Useful Resources</div><div>➤ Important Municipal Links and E-mail Addresses</div><div>➤ ADC Names & Addresses</div><div>➤ Presiding Judges Directory</div><div>➤ Division Managers Directory</div><div>➤ Municipal Court Directory</div><div>➤ Presumptive Mediation Pilot Program Forms and User Manual</div><div>➤ MACS</div><div>➤ PageCenter</div><div>➤ Pro Bono</div></div>	<div>Important Municipal Links and E-mail Addresses</div> <table><tr><td>ATS E-Mail Address 1</td><td>juats@judiciary.state.nj.us</td></tr><tr><td>ATS E-Mail Address 2</td><td>jureset@judiciary.state.nj.us</td></tr><tr><td>Bail Program Mailbox</td><td>scosuretybond.mailbox@judiciary.state.nj.us</td></tr><tr><td>Bail Program on Share Point Statewide</td><td>http://tn03point1/StateWide/SCCO%20Bail%20Program%20Forms/AllItems.aspx</td></tr><tr><td>Certification Board's E-Mail Address</td><td>Jucert@judiciary.state.nj.us</td></tr><tr><td>eCDR Access from a Judiciary PC for Judges If you do not have the MACS BPM icon, enter the URL into the web address on your internet browser</td><td>https://macsbpm.njcourts.gov/prweb/PRServletContainerAuth</td></tr><tr><td>eCDR Entry and eCDR Registration</td><td>https://portal.njcourts.gov/web63/iso</td></tr><tr><td>External eCDR - Probable Cause Access</td><td>https://ecourts.judiciary.state.nj.us/web67/prweb/PRServletContainerAuth</td></tr><tr><td>Municipal Automated Complaint System</td><td>MACS</td></tr><tr><td>NJMCdirect</td><td>NJMCdirect Web Address</td></tr><tr><td>PageCenter</td><td>PageCenter</td></tr><tr><td>POMCA E-Mail Address</td><td>POMCA Mailbox@judiciary.state.nj.us</td></tr><tr><td>Webmail Link</td><td>https://owa.judiciary.state.nj.us</td></tr></table>									ATS E-Mail Address 1	juats@judiciary.state.nj.us	ATS E-Mail Address 2	jureset@judiciary.state.nj.us	Bail Program Mailbox	scosuretybond.mailbox@judiciary.state.nj.us	Bail Program on Share Point Statewide	http://tn03point1/StateWide/SCCO%20Bail%20Program%20Forms/AllItems.aspx	Certification Board's E-Mail Address	Jucert@judiciary.state.nj.us	eCDR Access from a Judiciary PC for Judges If you do not have the MACS BPM icon, enter the URL into the web address on your internet browser	https://macsbpm.njcourts.gov/prweb/PRServletContainerAuth	eCDR Entry and eCDR Registration	https://portal.njcourts.gov/web63/iso	External eCDR - Probable Cause Access	https://ecourts.judiciary.state.nj.us/web67/prweb/PRServletContainerAuth	Municipal Automated Complaint System	MACS	NJMCdirect	NJMCdirect Web Address	PageCenter	PageCenter	POMCA E-Mail Address	POMCA Mailbox@judiciary.state.nj.us	Webmail Link	https://owa.judiciary.state.nj.us
ATS E-Mail Address 1	juats@judiciary.state.nj.us																																		
ATS E-Mail Address 2	jureset@judiciary.state.nj.us																																		
Bail Program Mailbox	scosuretybond.mailbox@judiciary.state.nj.us																																		
Bail Program on Share Point Statewide	http://tn03point1/StateWide/SCCO%20Bail%20Program%20Forms/AllItems.aspx																																		
Certification Board's E-Mail Address	Jucert@judiciary.state.nj.us																																		
eCDR Access from a Judiciary PC for Judges If you do not have the MACS BPM icon, enter the URL into the web address on your internet browser	https://macsbpm.njcourts.gov/prweb/PRServletContainerAuth																																		
eCDR Entry and eCDR Registration	https://portal.njcourts.gov/web63/iso																																		
External eCDR - Probable Cause Access	https://ecourts.judiciary.state.nj.us/web67/prweb/PRServletContainerAuth																																		
Municipal Automated Complaint System	MACS																																		
NJMCdirect	NJMCdirect Web Address																																		
PageCenter	PageCenter																																		
POMCA E-Mail Address	POMCA Mailbox@judiciary.state.nj.us																																		
Webmail Link	https://owa.judiciary.state.nj.us																																		

Home Page – Internal from a Judiciary Device




Independence • Integrity • Fairness • Quality Service

QA MACS - Municipal Automated Complaint System

Log Off

Court: 1215 NORTH BRUNSWICK

QUICK SEARCH



UCE JUDGE

HOMEATS/ACSINQUIRY

▼ Welcome to the Municipal Automated Complaint System (MACS)

Welcome to the Municipal Automated Complaint System (MACS)

*If you are a multi-jurisdictional user, select your court code from the drop down menu above before proceeding.

This new system will be the replacement to the current MACS Inquiry, ATS/ACS and e-CDR systems. There will be a series of major releases to be delivered over time until all the functionality provided in the current system is transferred over. The old functionality and systems will be removed.

The following MACS Phase 1 Functionality is currently available:

- Parking/Moving Ticket Entry
- Complaint Entry
- Ticket Control/Special Complaint Control
- Preprint Blank CDR Forms

The next major releases, as part of MACS Phase 2 Functionality, will include Calendars, Scheduling, Dispositions, Time Payments and Inquiry.

Please be advised that Ocean Computer Group (OCG) is in the process of replacing all PC's statewide. Your court will be contacted by the AOC WAN Team and OCG in order to coordinate a date for new equipment installation. We anticipate that all courts will have their new PC's installed by August, 2014.

For questions or comments, please contact the Help Desk at 1-800-343-7002, or 609-633-2275 or use the Judiciary Problem Reporting System.

Useful Links

[Magic](#)

[Infonet](#)

[Webmail](#)

[PageCenter](#)

▼ Complaint Search

Court: 1215 Type: Year: Number: *

1215 Search

▼ Probable Cause

Refresh list Filter Beyond Last 7 Days

Page 1 of 2

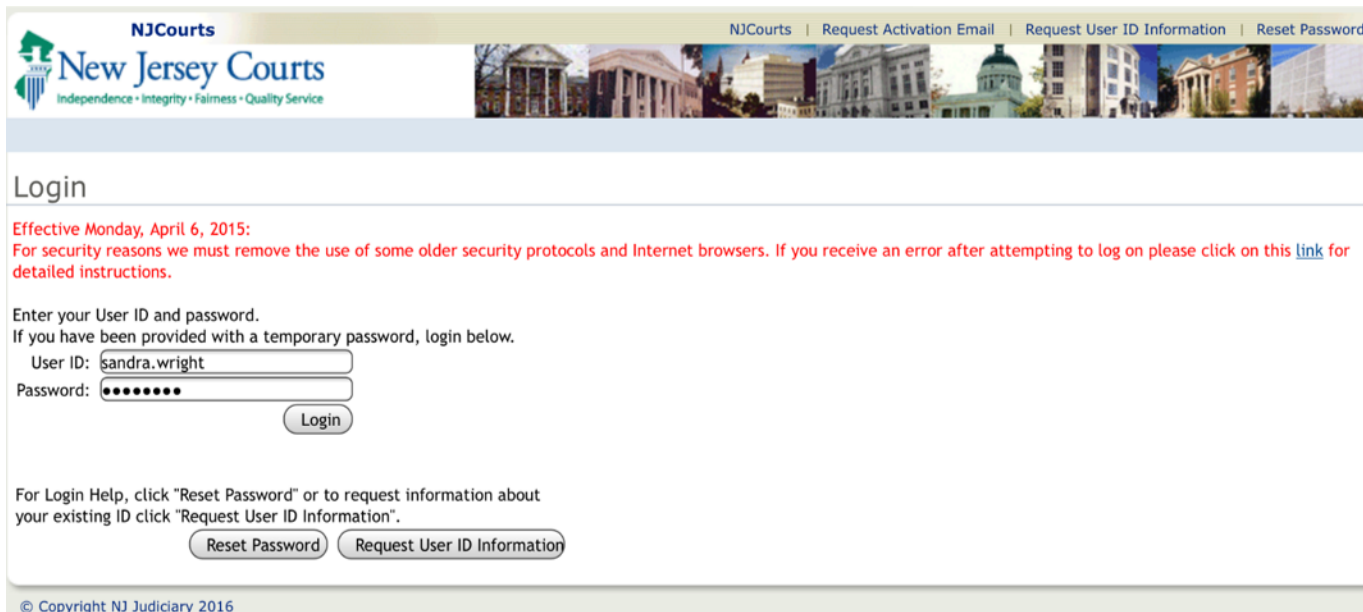
To Access eCDR from a Personal Device

- To access the website enter the following URL into the web address bar on your internet browser, www.njcourts.gov
- Click on the eCDR link



To Access eCDR from a Personal Device

- Enter your User ID (firstname.lastname) and Password
- Click Login



The screenshot shows the NJ Courts eCDR login interface. At the top, there is a header with the NJ Courts logo and navigation links: "NJCourts", "Request Activation Email", "Request User ID Information", and "Reset Password". Below the header is a banner image of various court buildings. The main section is titled "Login". A red notice states: "Effective Monday, April 6, 2015: For security reasons we must remove the use of some older security protocols and Internet browsers. If you receive an error after attempting to log on please click on this [link](#) for detailed instructions." Below the notice, it says "Enter your User ID and password. If you have been provided with a temporary password, login below." There are two input fields: "User ID:" with the text "sandra.wright" and "Password:" with masked characters. A "Login" button is next to the password field. Below the input fields, it says "For Login Help, click 'Reset Password' or to request information about your existing ID click 'Request User ID Information'." There are two buttons: "Reset Password" and "Request User ID Information". At the bottom, there is a copyright notice: "© Copyright NJ Judiciary 2016".

NJCourts
New Jersey Courts
Independence • Integrity • Fairness • Quality Service

NJCourts | Request Activation Email | Request User ID Information | Reset Password

Login

Effective Monday, April 6, 2015:
For security reasons we must remove the use of some older security protocols and Internet browsers. If you receive an error after attempting to log on please click on this [link](#) for detailed instructions.

Enter your User ID and password.
If you have been provided with a temporary password, login below.

User ID:

Password:

Login

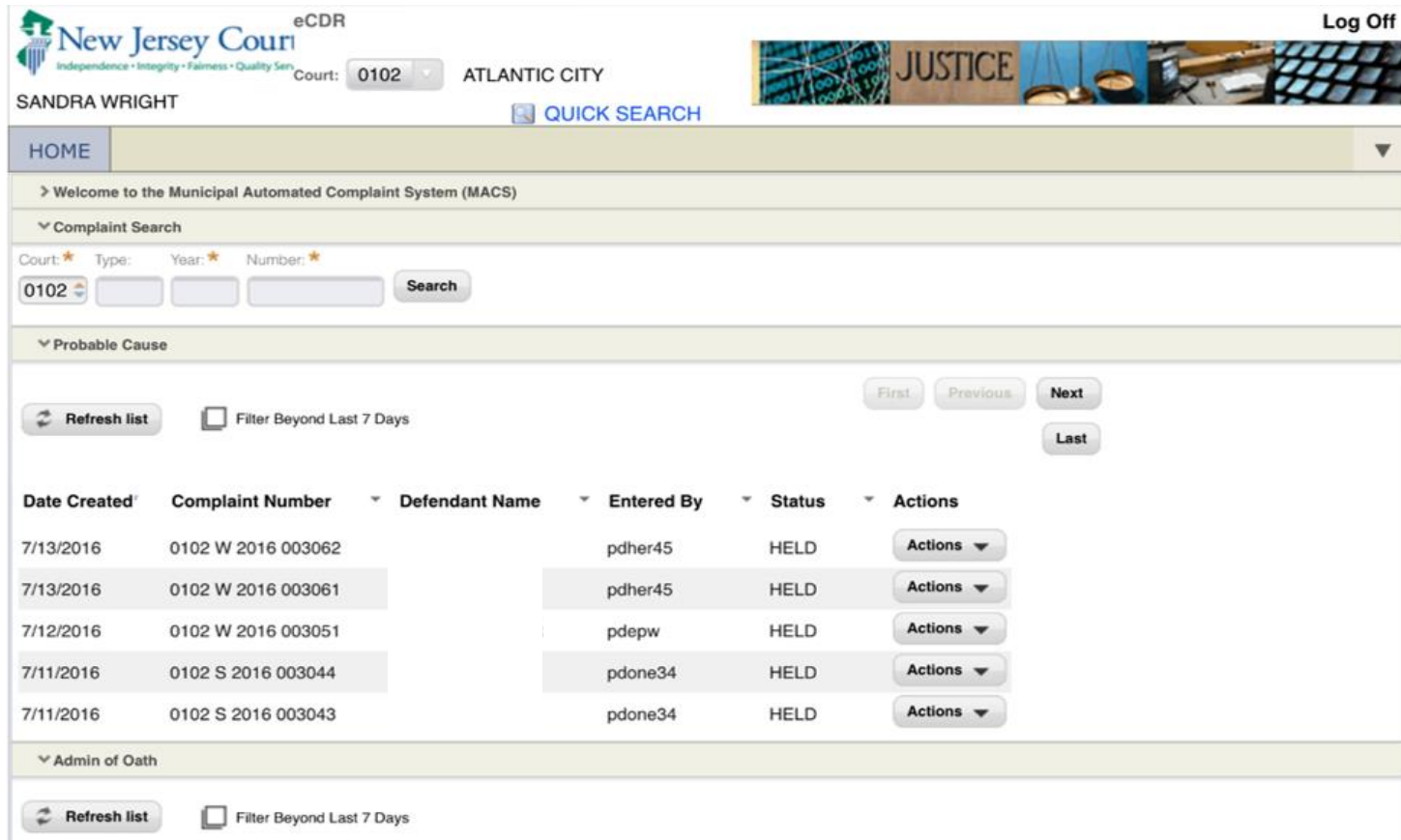
For Login Help, click "Reset Password" or to request information about your existing ID click "Request User ID Information".

Reset Password Request User ID Information

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Home Page – From an External Device

- Upon successful login your Home page will be displayed



The screenshot shows the New Jersey Court eCDR Home Page. At the top, the New Jersey Court logo is on the left, and the text "eCDR" is in the center. Below the logo, the text "Independence • Integrity • Fairness • Quality Service" is displayed. To the right of the logo, the text "Court: 0102 ATLANTIC CITY" is shown. Further right, the text "SANDRA WRIGHT" is displayed. On the far right, there is a "Log Off" link and a banner image with the word "JUSTICE". Below the banner, there is a "QUICK SEARCH" link. The main content area is titled "HOME" and contains a "Welcome to the Municipal Automated Complaint System (MACS)" message. Below this, there is a "Complaint Search" section with a search form. The search form has fields for "Court", "Type", "Year", and "Number", and a "Search" button. Below the search form, there is a "Probable Cause" section. This section contains a "Refresh list" button, a "Filter Beyond Last 7 Days" checkbox, and a table of complaint records. The table has columns for "Date Created", "Complaint Number", "Defendant Name", "Entered By", "Status", and "Actions". There are five rows of data in the table. Below the table, there is an "Admin of Oath" section with a "Refresh list" button and a "Filter Beyond Last 7 Days" checkbox.

New Jersey Court eCDR
Independence • Integrity • Fairness • Quality Service
Court: 0102 ATLANTIC CITY
SANDRA WRIGHT
QUICK SEARCH
Log Off

HOME

Welcome to the Municipal Automated Complaint System (MACS)

Complaint Search

Court: 0102 Type: Year: Number: Search

Probable Cause

Refresh list Filter Beyond Last 7 Days

Date Created	Complaint Number	Defendant Name	Entered By	Status	Actions
7/13/2016	0102 W 2016 003062		pdher45	HELD	Actions
7/13/2016	0102 W 2016 003061		pdher45	HELD	Actions
7/12/2016	0102 W 2016 003051		pdepw	HELD	Actions
7/11/2016	0102 S 2016 003044		pdone34	HELD	Actions
7/11/2016	0102 S 2016 003043		pdone34	HELD	Actions

Admin of Oath

Refresh list Filter Beyond Last 7 Days